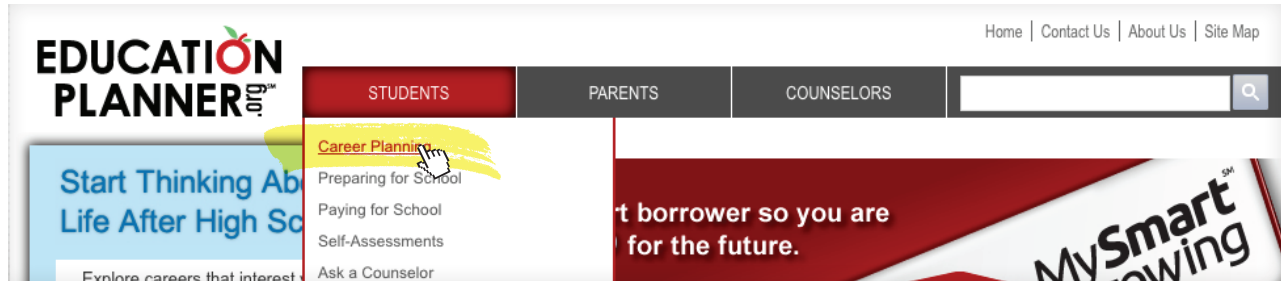


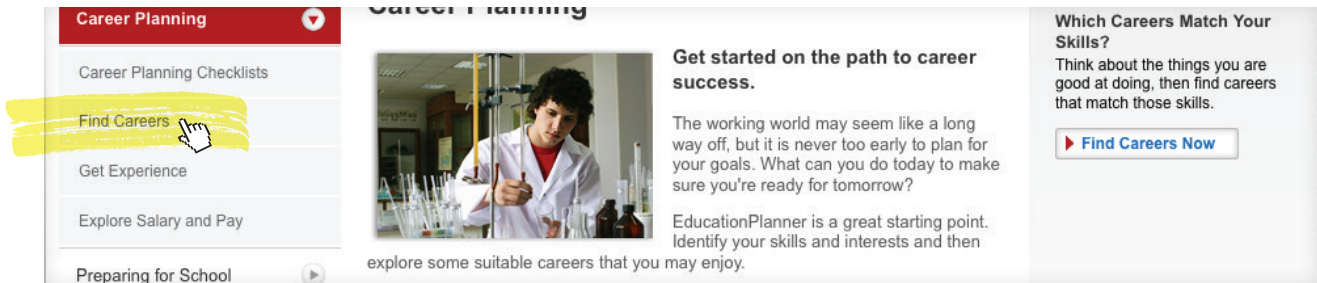
# O\*NET ONLINE CAREER EXPLORATION INSTRUCTIONS

## STEP 1 Navigating to O\*NET

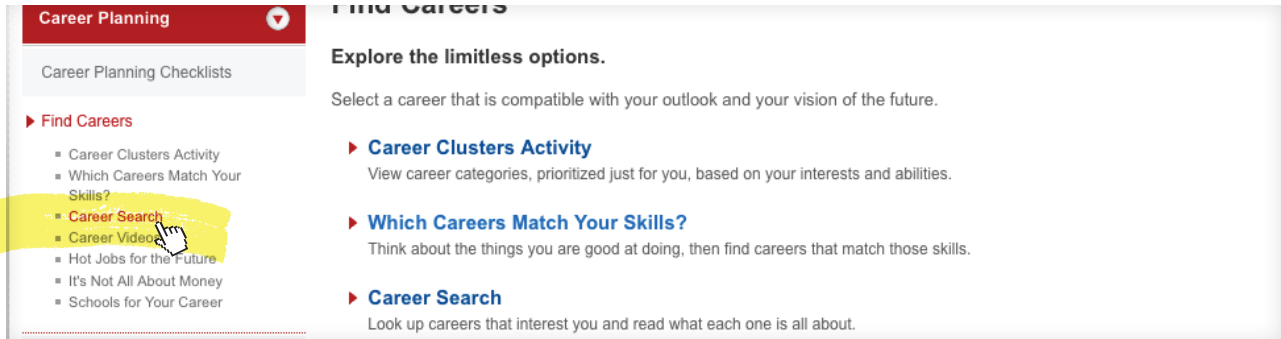
1. Go to EducationPlanner.org
2. Under Students, Click "Career Planning"



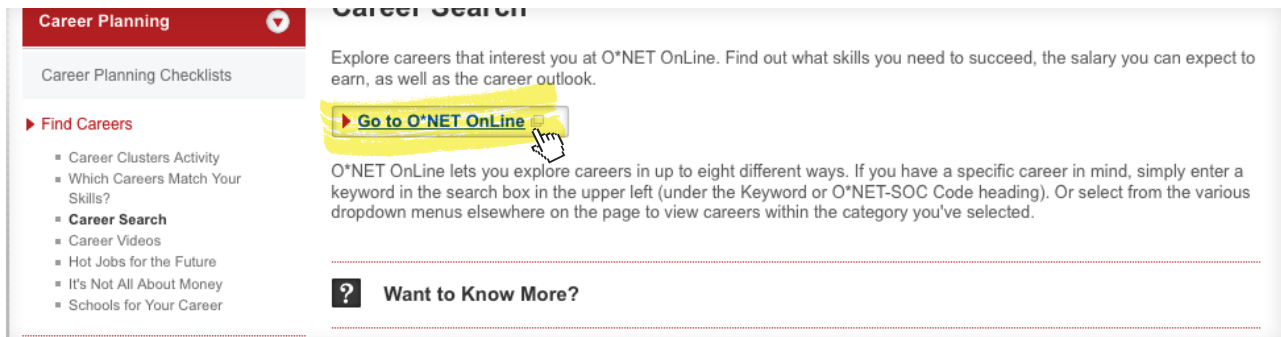
3. Click "Find Careers"



4. Click "Career Search"



5. Click the "Go to O\*NET OnLine" button



## STEP 2 Searching Careers

1. Stop at the **O\*NET OnLine Search Page**, and wait for instruction

### Find Occupations

**Keyword or O\*NET-SOC Code**  
  
Examples: 25-1011.00, dental assistant  
Enter a word, phrase, or title to search for an O\*NET-SOC occupation.  
Enter a full or partial O\*NET-SOC code to look up occupations by code.

**Bright Outlook**  
  
Bright Outlook occupations are expected to grow rapidly in years, will have large numbers of job openings, or are new occupations.

2. Select a career from your results

### Occupations matching "Public Relations"


The search results are listed in a rank order that is calculated on the [relevance](#) of the occupational title, alternate titles, description, tasks, and detailed work activities associated with the keyword you entered.

Select the **Relevance Score** to view the specific items matched by your search within the occupation.

Relevance Score	Code	Occupation
100	11-2031.00	Public Relations and Fundraising Managers
97	27-3031.00	Public Relations Specialists <span>Green</span>
58	27-3012.00	Public Address System and Other Announcers
55	25-1122.00	Communications Teachers, Postsecondary
48	11-9111.00	Medical and Health Services Managers <span>Bright Outlook</span>
45	25-4021.00	Librarians
44	29-1069.09	Preventive Medicine Physicians <span>Bright Outlook</span>

## STEP 3 Completing Your Worksheet

1. Navigate through the Career Summary Report to complete your worksheet

**O\*NET OnLine**  
A proud partner of the [americanjobcenter](#) network

Occupation Quick Search:

[Help](#) [Find Occupations](#) [Advanced Search](#) [Crosswalks](#) [Share](#) [O\\*NET Sites](#)

### Summary Report for: 13-1071.00 - Human Resources Specialists

Updated 2013 Bright Outlook

2 Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.

**Sample of reported job titles:** Corporate Recruiter, Employment Coordinator, Employment Representative, Employment Specialist, Human Resources Coordinator, Human Resources HR Generalist, Human Resources Specialist (HR Specialist), Personnel Coordinator, Recruiter, Technical Recruiter

View report:

Summary

Details

Cus

Tasks | Tools & Technology | Knowledge | Skills | Abilities | Work Activities | Work Context | Job Zone | Education | Interests | Work Styles | Work Values | Related Occupations | Wages & Employment | Job Openings | Additional Information

#### Tasks

- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Hire employees and process hiring-related paperwork.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA)